

## VACANCY ANNOUNCEMENT

(Announcement Number: 14-03)

The U.S. Embassy in Kathmandu is seeking an individual for the position of Preventive Maintenance Technician.

**OPEN TO:** All Interested Candidates

**POSITION:** Preventive Maintenance Technician

**OPENING DATE:** February 03, 2014

**CLOSING DATE:** February 17, 2014

**WORK HOURS:** Full-time; 40 hours/week

**NOTE:** ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

### BASIC FUNCTION OF THE POSITION

The incumbent leads a team of craftsmen in performing the preventive maintenance of various electrical and mechanical equipment, systems and appliances installed in office/residential buildings and facilities. The incumbent is responsible for diagnosing and troubleshooting faults; providing work guidance to craftsmen; and coordinating with occupants for maintenance schedules and work orders.

### QUALIFICATIONS REQUIRED

**NOTE:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Successful completion of Secondary School is required. Completion of vocational training, apprenticeship or equivalent experience producing journeyman level skills in electrical/mechanical trade is required.
2. A minimum of 2 years of experience in the buildings maintenance field, especially in electrical/mechanical trade is required.
3. Level III (Good Working Knowledge) Speaking/Reading/Writing English is required. Level III (Good Working Knowledge) Speaking/Reading/Writing Nepali is also required.
4. Knowledge of various techniques and practices related to repair and maintenance of electrical and mechanical equipment/appliances in the residential and large-scale commercial buildings is required.
5. A valid Nepali driver's Class "B" license is required.

## **TO APPLY**

Interested applicants must submit Application for Employment as a Locally Employed Staff (DS-174) or a current resume or CV that provides all information as found in the DS-174, and copies of other documentation (e.g., certificates, awards, copies of education certificates) that address the qualification requirements of the position. The DS-174 can be downloaded from the US Embassy website:  
[http://nepal.usembassy.gov/about\\_the\\_embassy/job-opportunities.html](http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html)

## **SUBMIT APPLICATION TO**

Email: [Recruitktm2@state.gov](mailto:Recruitktm2@state.gov) (write “Application for Preventive Maintenance Technician” in the Subject Line)

Or

Human Resources Office  
G.P.O. Box 295  
Kathmandu, Nepal

**(Please clearly mark your envelope as “Application for Preventive Maintenance Technician)**

## **WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

### **THE U.S. MISSION IS A DISABILITY FRIENDLY WORK PLACE**

Vacancy Announcements are distributed by the Embassy Human Resources Office, Ext. 4557 Contact the Human Resources Office for further details regarding this announcement.